



City of Grand Rapids

One-Room Rental Checklist

PRELIMINARY INFORMATION

- An owner-occupied dwelling (no renters) in which a single room, couch, or other sleeping area is rented to no more than two adult guests overnight.
- The dwelling must be the principal residence of the owner-operator and the owner-operator shall be in residence when renting.
- Applicant must hold one of the following types of interest in the real estate:
 - 1) Sole Ownership
 - 2) Joint Tenant by the Entireties
 - 3) Joint Tenant

*Please be aware that home owners will not be able to claim 100% Principal Residence Exemption while renting out space in their home.

**For clarification please contact the City Assessor's office at (616) 456-3081.
- No more than 200 licenses will be issued by the City during a licensing year.
- Condominium Association Rules and Regulations are not superseded by the City Code.
- Accessory structures will not be approved by the Zoning Department. All rooms must be within the main dwelling unit.

**Questions concerning zoning requirements should be directed to the Zoning Department at (616) 456-4100.
- Licenses are renewed every year in June with a three year fee cycle as follows:
 - First year of operation – 1st Issuance Fee.
 - Second year of operation with no complaints on file – Renewal Fee.
 - Third year of operation with no complaints on file – Renewal Fee.
 - Fourth year of operation – 1st Issuance Fee.

**Businesses with complaints on file will revert to the 1st Issuance fee and begin the cycle over.

CHECKLIST

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|--------------------------|---|
| <input type="checkbox"/> | Completed Home Occupation Class B Application (Part I and II). |
| <input type="checkbox"/> | A floor plan of the entire home with the room to be rented clearly labeled. |
| <input type="checkbox"/> | A letter of approval from authorized Condominium Association (if applicable). |
| <input type="checkbox"/> | Non-refundable application fee . |
| <input type="checkbox"/> | Fire Inspection – applicants will be contacted by the fire department after the application has been submitted to schedule a fire inspection. |
| <input type="checkbox"/> | The license number issued upon approval of the application must be included in all advertisements for the rental. |
| <input type="checkbox"/> | License must be displayed openly on the property where all customers can see. |

*Rules and regulations associated with One-Room rentals can be reviewed in [Chapter 61](#) entitled “Zoning Ordinance” and [Chapter 116](#) entitled “Home Occupation” of the Grand Rapids City Code.

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”